

USAREUR/7A OPTEMPO and PERSTEMPO Study

In-Progress Report (IPR 3) AUG 2000

Prepared by the U.S. Army Medical Research Unit-Europe Walter Reed Army Institute of Research Heidelberg, Germany

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Provide the 3rd update on the USAREUR/7A OPTEMPO/PERSTEMPO study being conducted by the U.S. Army Medical Research Unit - Europe.



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This technical brief presents the findings from the third of eight data collection efforts of a two-year longitudinal study designed to assess the impact of operations and personnel tempo on soldier and unit readiness.

OPTEMPO Measures

- Workload was high, units reported working over 10 to nearly 13 hours a day while in garrison.
- Work hours on average increased to over 15 hours a day during training and to nearly 12 hours a day while deployed.
- Soldiers reported sleeping about 6 hours per night, regardless of whether they were in garrison, training, or deployed.
- Predictability for soldiers in garrison did not improve.

Medical Readiness

- For soldiers in garrison the number of physical health symptoms increased, while their psychological well-being did not change.
- During training exercises psychological well-being increased and self-reported physical health symptoms remained the same.
- On deployment, psychological and physical well-being did not change. However, soldiers exercised more and scored higher on their APFT.



Military Readiness

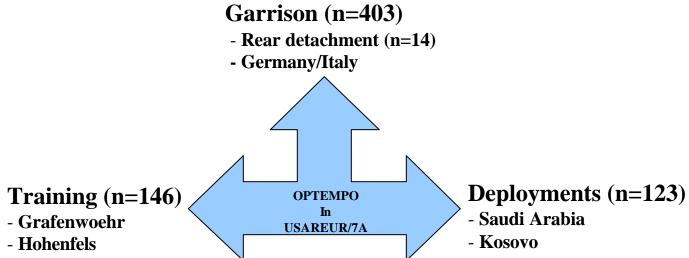
- Although unit cohesion did not change for soldiers in garrison, soldier pride, soldiers' view of officer and NCO leadership, and soldiers' view of their unit's combat and operational readiness all declined.
- During training exercises, soldiers' perception of NCO leadership increased. Soldier pride, unit cohesion, and soldiers' perception of operational and combat readiness and general leadership remained stable.
- During Deployment, soldiers' view of leadership declined from pre-deployment levels.
- Soldier pride, unit cohesion, and soldiers' view of their unit's operational and combat readiness did not change.

Emerging OPTEMPO Model

- When predictability was taken into account, junior-enlisted soldiers who worked 8 to 13 hours per day reported higher rates of Military Readiness than junior-enlisted soldiers who worked less than 8 hours or more than 13 hours a day.
- For soldiers who seldom worked in their MOS, Medical Readiness was highest for those who worked between 9 and 12 hours a day.
- Soldiers with families reported lower depression scores when they had an 11 to 14 hour predictable workday.



The OPTEMPO Environment



- Survey and unit outcome measure data were collected from 686 soldiers in 10 companies.
- A total of 209 enlisted soldiers and leaders were interviewed.
 - 40 Leader Interviews
 - 31 Career Decision Interviews
 - 23 Focus Groups involving 138 soldiers.



Unit Locations

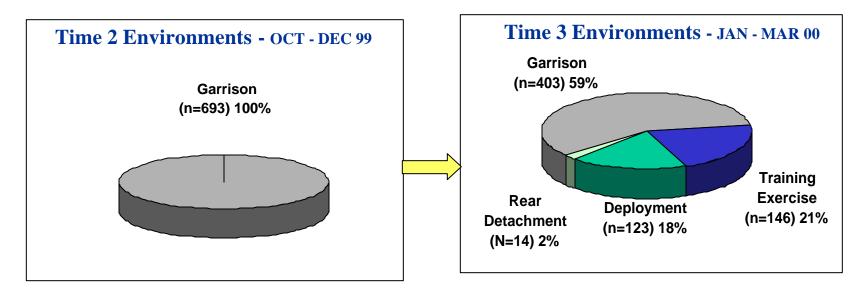
• The 10 units in this study are located throughout USAREUR.





Operations Tempo: Specific Environments

- During the third data collection (Time 3; JAN MAR 00), 5 of the units (60% of the sample) were in Garrison, 3 were in Training and 2 were Deployed.
- In order to assess the impact of different environments, units were compared to their previous (OCT DEC 99) Garrison rates:
 - The 3 units in Training were compared to their previous rates.
 - The 2 Deployed units were compared to their previous rates.
 - The 5 units in Garrison were compared with their previous rates.





Categories of Measures

MILITARY READINESS

- Morale
- Soldier Pride
- Combat Readiness
- Operational Readiness
- Mission Readiness
- Unit Cohesion
- Leadership (Vertical Cohesion)
- General Leadership Quality
- ✓ Awards
- ✓ Promotions
- ✓ Driving Offenses
- ✓ Safety Performance
- ✓ Gunnery Scores
- ✓ Range Scores
- ✓ UCMJ
- ✓ AWOLS

TEMPO MEASURES

- Number of Deployments
- Days on Leave/Pass
- Days on TDY
- **Work Hours**
- Days in Field

MEDICAL READINESS

Wellness Behaviors

- Cigarettes
- Alcohol
- Caffeine
- Sleep
- Physical Exercise
- ✓ Urinalysis
- ✓ Accidents

Well-Being

- Well-Being
- Depression
- **Physical Symptoms**
- ✓ APFT Scores
- ✓ Profiles
- Sick Call Rates
- ✓ Suicides

SOLDIER & FAMILY ISSUES

JOB ATTITUDES

- Recognition
- Challenge
- Time Commitment
- Work Intensity
- Goal Acceptance - Job Control
- Involvement/
 - Engagement
- Work Overload
- Job Satisfaction
- Task Significance

Career Issues

- Career Decision
- Promotional Opportunity
- Re-enlist Bonus
- ✓ Retention Statistics
- ✓ Indebtedness

Family Issues

- Work/Family Conflict
- Family/Work Conflict
- ✓ Family Abuse

NOTE: ✓ indicates unit objective measure.



Operations Tempo: Environment Overview

Rank

Jr. Enlisted: 54.2% (n=375)

NCO: 36.6% (n=253)

Officer: 9.2% (n=64)

Gender

Female: 15.5% (n=108)

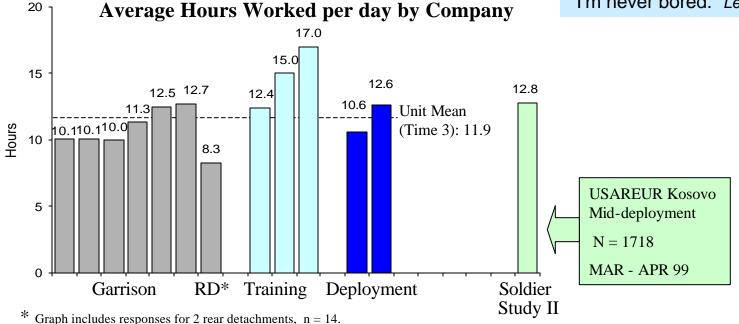
Male: 84.5% (n=587)

• The reported levels of OPTEMPO rates varied across units and environments.

• For example, units reported working from 8.3 to 17.0 hours a day with an individual average of 12.1 hours a day.

"There is no 'after work' here." *Junior-enlisted interview, garrison*

"I'm never bored." Leader, garrison

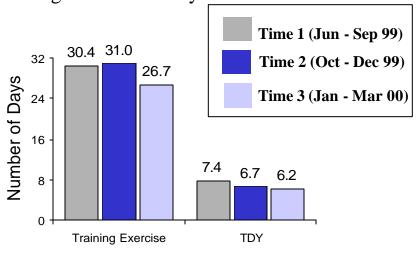




OPTEMPO: Garrison Environment

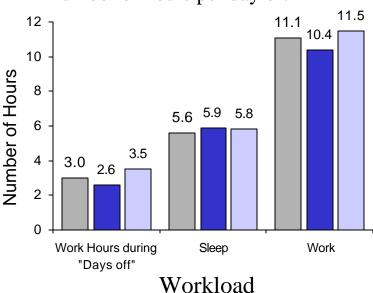
• Training Tempo and Workload for the 5 units that remained in Garrison were fairly consistent across the first three data collection periods.

In the past 6 months, what is the average number of days on:



Training Tempo

In the past week, what is the average number of hours per day of:



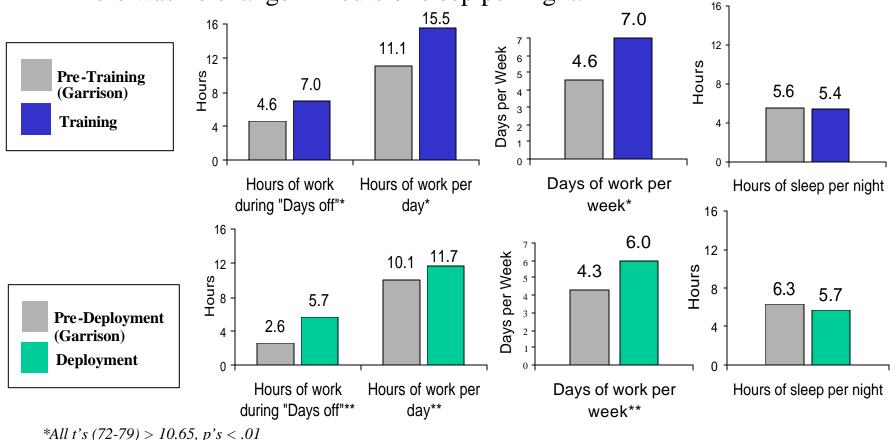
When a unit has an OPTEMPO level this high, they are only able to do "deadline" maintenance. There is no opportunity for preventive maintenance. This process takes its toll on the soldiers and the equipment. *Leader, garrison*



OPTEMPO: Training and Deployed Environments

• Overall, Workload increased in the Training and Deployed environments compared to previous levels in Garrison.

• There was no change in hours of sleep per night.



17 August 2000



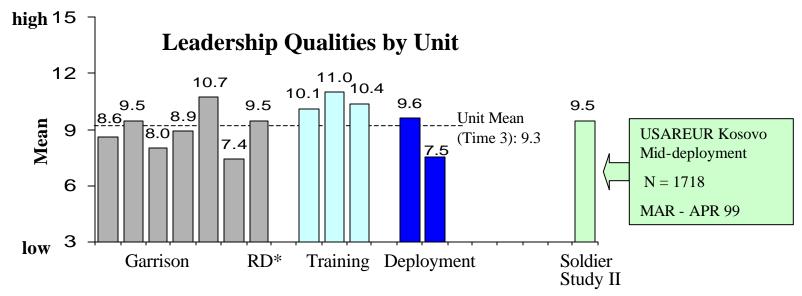
Military Readiness: Overview

• Military readiness ratings varied across units and environments.

"I'm proud of my unit because I think we have a high level of military discipline, high level of motivation...my NCOs set the example for the soldiers." *Leader, garrison*

"I think overall the leadership's good. Checking on their soldiers. They've definitely made it comfortable to be down here, giving a lot of comfortable items to the soldiers." *Leader, deployment*

"But he [NCO] doesn't lead by example. There are a lot NCOs who don't know how to do the job. The soldier asks, "How do you do this?" And he doesn't know." *Junior-enlisted soldier, garrison*



^{*} Graph includes responses for 2 rear detachments, n = 14.

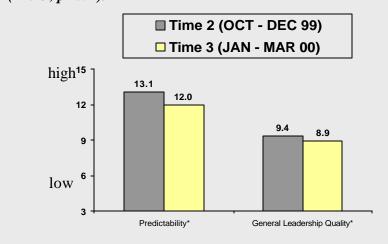


Military Readiness in Garrison

- Soldiers in Garrison had lower scores on the following military readiness scales than they did in the previous data collection period:*
 - Combat & Operational Readiness
 - Soldier Pride
 - General Leadership Qualities
 - NCO Leadership
 - Officer Leadership
- Military readiness scores that did not change over time in Garrison:
 - -Unit Cohesion

"Everything seems like it is a last minute suspense. They [the suspenses] are so stacked up that they [leaders and soldiers] can't adequately prepare for most things. When they are putting out fires like this, planning suffers for the next event and the cycle perpetuates itself" *Leader, garrison*

- Predictability and Leadership Quality declined from Time 2 to Time 3.
- Perceptions of Predictability and Military Readiness are linked. As predictability increased, soldiers' perception of leadership also increased (r=.49, p<.01).



"Right now, this unit isn't combat ready. We could roll into combat and probably complete our mission but could we do it to the best of our abilities...?" *Leader, garrison*

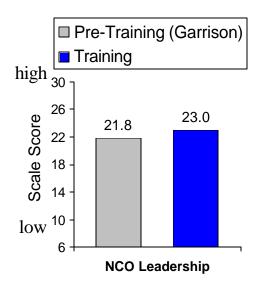


Military Readiness in Training

- Soldier perception of NCO leadership improved during Training exercises from the previous Garrison levels (Time 2), (t(80) = -2.98, p's < 0.01).
- Military readiness scores that did not change in Training environments:
 - Soldier Pride
 - Operational Readiness
 - General Leadership Qualities
 - Unit Cohesion
 - Combat Readiness

"I know that you have to do more with less in the Army BUT, guess what? They are spreading our people too thin, and having it going so many different ways they're becoming un-proficient in everything" *Group interview, training*

During the training exercise "soldiers feel like their work is contributing to the unit's mission." *Leader, training exercises*



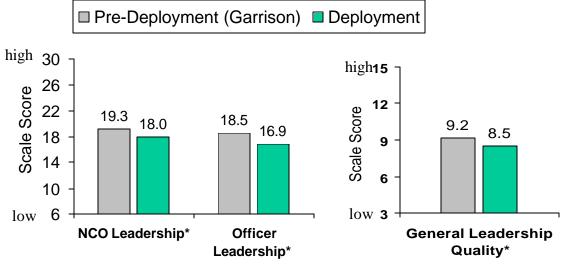
Average Days Spent on
Current Training
Exercise
14.3 Days



Military Readiness on Deployment

- NCO and Officer Leadership ratings and General Leadership Quality ratings declined during Deployment.
- Military Readiness scores that did not change from Pre-Deployment (Garrison) to Deployment environment:
 - Soldier Pride
 - Operational Readiness
 - Combat Readiness
 - Unit Cohesion

During deployment, the schedule is much more predictable – fewer distracters, more control and "a lot less is thrown at us." *Leader, deployment*



"People just see this as a never ending giving trip. You are always being asked to give a little more, give a little more, and you are never given anything back". *Leader*, *deployed*

*All paired t's (81) > 2.78, p's < 0.01



Medical Readiness: Environment

Marital Status

 Single:
 40.8% (n=280)

 Married:
 50.8% (n=353)

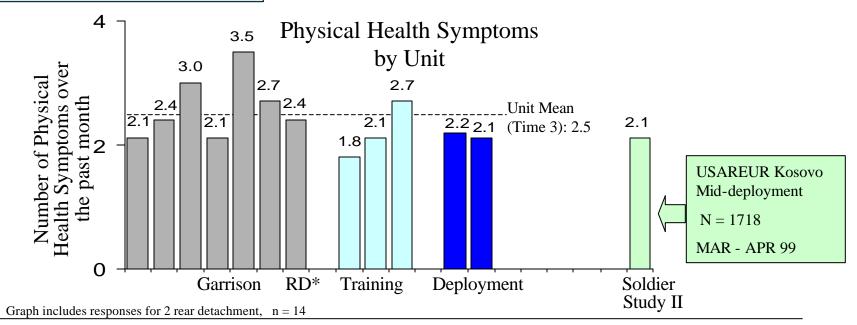
 Separated/Divorced:
 8.0% (n=58)

 Widowed:
 0.3% (n=2)

Soldiers with Children living at Home:

41.0% (n=284)

- Medical Readiness levels varied across units and environments.
- 38.4% of the soldiers reported no physical health symptoms.
- The number of physical health symptoms ranged from 1.8 to 3.5 symptoms.





Medical Readiness in Garrison

- During Time 2 soldiers in Garrison reported¹ fewer physical health symptoms, t(264)=3.20, p < 0.01, than during Time 3.
- Soldiers in Garrison reported no changes over time in psychological distress.

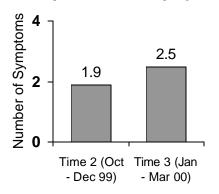
Specific physical health symptoms during the 2nd vs. 3rd data collections:

- Aching Joints & Bones (27.7% vs. 36.0%)
- Back Problems (23.6% vs. 28.6%)
- Sinus Trouble (18.3% vs. 22.3%)
- Muscle Aches or Cramps (16.4% vs. 21.1%)

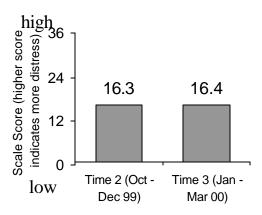
One soldier says that the high OPTEMPO really takes quite a toll on him physically... "I can't sleep." *Junior-enlisted soldier, garrison*

He further explained that this schedule for a lengthy period of time could wear down the soldiers...they are no longer "fresh" for the job, their initial positive attitude about the mission fades, and they are less likely to pay attention to the details of the job. *Enlisted soldier, garrison*

Physical Health Symptoms*



Psychological Well-being



*p < 0.05¹Reported "often" or "very often"

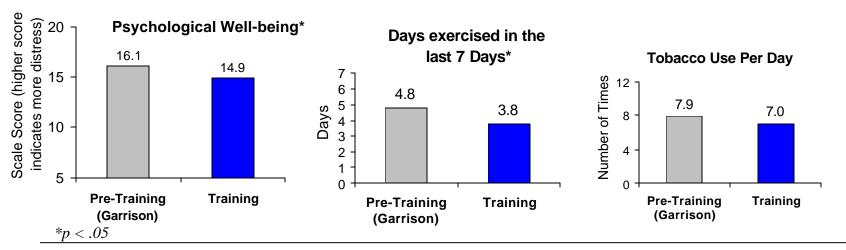


Medical Readiness in Training

- Medical Readiness scores that did not change from Garrison to Training environment:
 - Number of Physical Symptoms
 - Work Missed Due to Illness
 - Caffeine & Tobacco Intake
- Soldiers in Training reported lower rates of psychological distress compared to when they were in Garrison t(80)=2.44,p<.05.

"Here I get to focus on my primary duty and my morale is pretty high when I get to do that....when I get home I would say my morale is lower back in garrison, because I am saturated with all the other crap I have to do." *Enlisted soldier, training environment*

• Soldiers in Training reported less physical exercise than when they were in Garrison t(80)=3.89, p<.01.

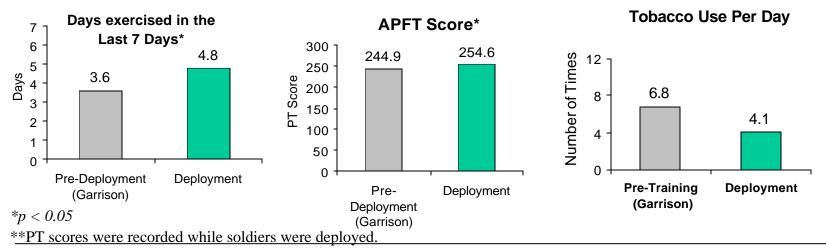




Medical Readiness on Deployment

- Soldiers on Deployment reported performing more physical exercise than when they were in Garrison t(81) = 4.03, p < 0.01.
- Consistent with exercising more, soldiers had higher APFT scores while deployed** (254.6) than in Garrison (244.9) t(108) = -2.58, p < 0.05.
- Medical Readiness scores that did not change from Pre-Deployment to the Deployed Environment:
 - Number of Physical Symptoms
 - Work Missed Due to Illness
 - Caffeine & Tobacco Intake
 - Psychological Well-being

One leader on deployment identified the worst aspects about deployment: "Finding time to wind down." *Leader interview, deployed*





Environmental Model of Morale

- Correlates of morale shifted depending on the environment.
- At pre-deployment, morale was highly dependent on the belief that unit goals are reasonable (goal acceptance).
- On deployment, morale was related to individual well-being and NCO leadership.

Morale by Environment

There was no difference in morale for soldiers in garrison, training and a deployed environment.

SLEEP

Sleep is most strongly correlated with morale in the training environment (r=.41**).

On deployment, sleep does not correlate with morale.

In garrison, sleep correlates slightly with morale (r=.14**).

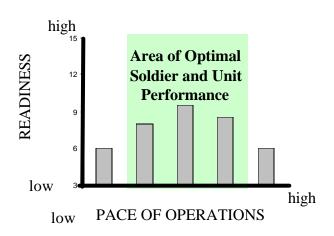
Pre-Training Training Job Satisfaction (.70) Soldier Pride (.60) Morale NCO Leadership (.61) NCO Leadership (.57) Soldier Pride (.57) **Deployment** Well-being (-.66) Pre-Deployment Soldier Pride (.56) Morale Goal Acceptance (.57) Depression (-.55) NCO Leadership (.53)

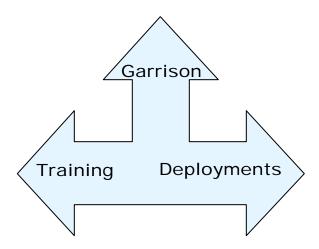
**p<.001.



Emerging Research Models

- The initial data collection (Time 1; JUN SEP 99) provided baseline data in garrison.
- Time 2 (OCT DEC 99) findings indicated that predictability, engaging in MOS-relevant work, and training were key in modeling overall Military Readiness.

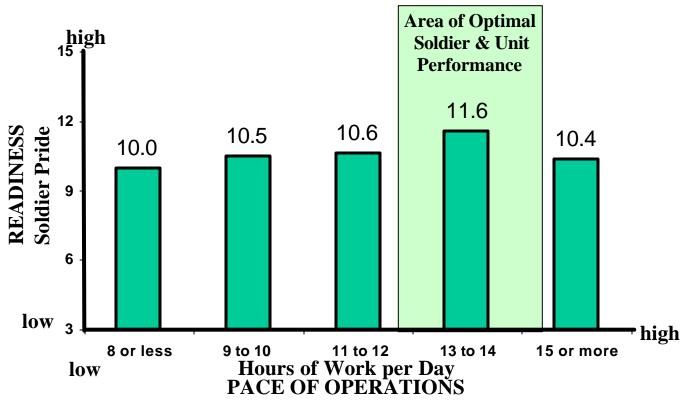




- Findings from the current brief (Time 3; JAN MAR 00) identified areas in which environment plays an important role in Soldier and Unit Readiness.
- The following slides illustrate our emerging research model.



- In Garrison, the hours soldiers worked per day did not directly affect soldier readiness ratings.
- When predictability was taken into account¹, however, Soldier Pride was highest for soldiers who worked 13 to 14 hours per day F(5,383) = 18.85, p < 0.01.

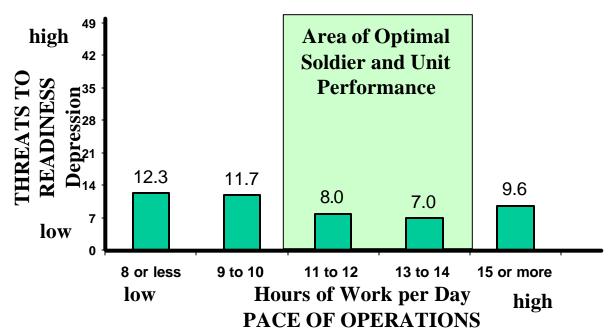


¹Analysis of Covariance (ANCOVA) was used to provide statistical control for predictability.



Work Hours, Predictability & Depression

- In Garrison, OPTEMPO levels alone did not directly affect medical readiness for soldiers with families.¹
- When predictability was taken into account², depression scores were lowest when soldiers with families worked 11 to 14 hours than soldiers with families who worked less than 11 or more than 14 hours, F(5,215) = 3.1, p < 0.05.



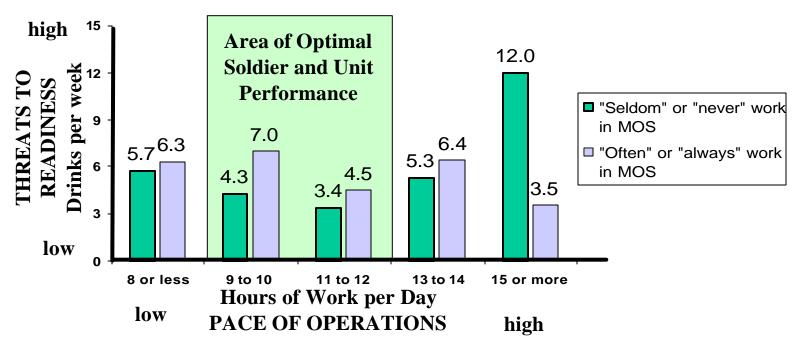
¹Family is defined as "a married couple and/or an individual with children".

²Analysis of Covariance (ANCOVA) was used to provide statistical control for predictability.



Work Hours, MOS and Alcohol Intake

- OPTEMPO levels alone did not directly affect alcohol consumption for soldiers in Garrison¹.
- For soldiers in Garrison who reported working "seldom" or "never" in their MOS, working 9 to 12 hours a day was associated with the lowest alcohol consumption F(4,328) = 847.99, p < 0.01. This relationship was not found for soldiers who reported working in their MOS.



¹This relationship was found in the Time 1 data set for male junior-enlisted soldiers.



Conclusion/Recommendations

- All three OPTEMPO components (Garrison, Training and Deployments) are key to understanding soldier and military performance.
- Predictability continues to be an important variable for understanding soldier readiness in a high OPTEMPO environment, but it is getting worse.
- For the first time, psychological and physical health of deployed soldiers remained high.
- NCO leadership is emerging as the key to maintaining high soldier morale across all three military environments.
- Use training exercises and deployments as an opportunity to get soldiers to increase wellness behaviors, such as losing weight, quitting smoking, and chewing tobacco.
- Unit cohesions is not always the best indicator of how soldiers are doing in high OPTEMPO environments.
- Soldiers are not getting the opportunity to recover from periods of high workload in all three environments.
- Workload is higher in the training environment than it is on deployment or in garrison.



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Soldier OPTEMPO Survey

U.S. Army Medical Research Unit-Europe, Walter Reed Army Institute of Research U.S. Army Medical Research and Materiel Command

Privacy Act/Informed Consent Information

ver: 29 Nov 1999

OPTEMPO Survey

- 1) Authority: 10 U.S.C. Sections 136 and 5 U.S.C. 552a; Executive Order 9397
 2) Purpose: USAMRU-E/WRAIR is conducting a study of soldiers' responses to OPTEMPO and PERSTEMPO.
- 3) Uses: I understand the purpose of this survey is to develop information to benefit soldiers and units, and that I may not directly benefit from this survey.
- 4) Disclosure: Disclosure of your Social Security Number is voluntary. I consent to the use of my answers by staff of the U.S. Army Medical Research-Europe, Walter Reed Army Institute of Research (USAMRU-E/WRAIR), to compile statistics of group data.

I understand my name or any other data from which I could be recognized will not be available to anyone beyond the professional staff conducting the study. I understand I have the right to withdraw my consent to participate in the study at any time.

I understand USAMRU-E/WRAIR may access other military records identified by, or filed under, my social security number in conjunction with this survey.

RESULTS ARE CONFIDENTIAL! **Instructions:** - Use a #2 pencil - Mark your answer by filling in the bubble completely like this: **SOCIAL SECURITY NUMBER:** YOUR AGE: TODAY'S DATE: DAY YEAR MONTH $0\bigcirc 0$ JAN 2000 2001 **FEB** 3 3 (MAR 2 2002 2 APR 2003 **MAY** JUN JUL **AUG SEP OCT NOV DEC** Number of GENDER: **CURRENT MARITAL STATUS:** Indicate **Highest ETHNICITY:** children living Level of Education at home; Single (Never Married) Female obtained: African-Am/Black Married Male Asian 1 Separated Some High School Hispanic 2 Divorced High School White 3 Widowed Diploma/ GED Other 4 Some College 5 Bachelor's Degree 6 or more Graduate Degree WHAT IS YOUR MOS? **COMPONENT: RANK: YOUR UNIT:** (Answer in 3 digits only. Example: a Squad: Army "67B would bubble in "6," "7," and "B.") Navy K 0 0 Platoon: Air Force 0 L В 1 1 (Marines 2 M C Company: N D STATUS: 4 O Ε Battalion: Active 5 P (F Reserves 6 Q Guard R (7 H Other: O Civilian 8 S

Other?

Do you have a family member enrolled in the Exceptional Family Member Program (EFMP)? Yes No Is your spouse in the military? Yes No Not Married	Example: I	f you've been in 9 uld write in and	How man have you the past	u avera	aged per	vork r day in	On average, hours did ye	the past week. how many
How many days have yo been on a training exercing the past 6 months? Example: If it is 19, should write and bubble "0" and then "1," and "10" and then	in the passing many days you performed work?	t week, how s have you military related	and/c	or passe n in the hs?	days of less have ge past 12	you	How many and/or passe lost in the pmonths?	days of leave es have you past 12 0 0 1 2 3 4 5 6 7 8 9 9
TDY in the past 6 months? slee	many hours of p have you aged per night e past week? 0 0 1 0 1 0 2 0 3 4 0 5 6 6 7 0 8 9 9	Vietnam, Persia Grenada, Panar Somalia) Yes No C Have you ever s on a peacekeep humanitarian mission?	an Gulf, ma, erved ing or	total in th (e.g. Bost Mac	, have y Balka Kosovo nia, Croa	months in ou served in Region o, Albania, atia, Hungary?	completed t	ts have you hat lasted more s? (not including reises or

Please use the following scale to tell us how much you agree or disag with the statements below:	Strongly Strongly Strongly Strongly
 I am proud to be in the U.S. Army I am an important part of my company What I do in the Army is worthwhile My company is ready for combat I am confident in my unit's mission-essential equipment I think we are better trained than most other companies in the Arm I think the level of training in this company is high I have real confidence in my unit's ability to perform its mission If we went to war tomorrow, I would feel good about going with I think my unit would do a better job in combat than most U.S. Ar The members of my unit are cooperative with each other The members of my unit stand up for each other The officers in my unit establish clear work objectives The officers in my unit delegate work effectively The officers in my unit let soldiers know when they have done a g The officers in my unit are interested in what I think and how I fee The NCOs in my unit are interested in my personal welfare The NCOs in my unit are interested in my personal welfare The NCOs in my unit are interested in what I think and how I fee The NCOs in my unit are interested in what I think and how I feel The NCOs in my unit are interested in what I think and how I feel The NCOs in my unit are interested in what I think and how I feel The leaders in this company would lead well in combat I am impressed by the quality of leadership in this company My chain-of-command works well 	my unit my units r good job el about things od job od job
In your opinion, what is the ideal length of time in months that a deployment should last?	In your opinion, what is the ideal number of deployments that a soldier should go on over a 3 year period?
	0 1 2 3 4 5 6 or more O O O O O O
Which best describes your current active-duty Army career intentio 1. Definitely stay in until retirement (or longer) 2. Probably stay in until retirement 3. Definitely stay in beyond my present obligation, but not necess 4. Undecided about whether to stay after completion of my curre 5. Probably leave upon completion of my current obligation 6. Definitely leave upon completion of my current obligation	arily until retirement
When you leave active duty, do you plan on serving in the Reserves of Yes Undecided No	or National Guard? Not Applicable

Please rate the following:	Top In Valley Hell
 Your personal morale Morale in your unit Cohesion in your unit Quality of life in your unit Mission readiness of your unit Level of training in your unit Standards of discipline in your unit Your level of burnout Your level of motivation Your level of drive 	
How many days during the past week have you had each of the following feelings or experiences?	Odays law 2days days days bays bays
 Felt you couldn't get going Felt sad Had trouble getting to sleep or staying asleep Felt everything was an effort Felt lonely Felt you couldn't shake the blues Trouble keeping your mind on what you were doing 	
Have you recently:	TA REAL PROPERTY OF THE PARTY O
 been able to concentrate on whatever you're doing? lost much sleep over worry? felt that you are playing a useful part in things? felt capable of making decisions about things? felt constantly under strain? felt that you couldn't overcome your difficulties? been able to enjoy your normal day-to-day activities? been feeling unhappy and depressed? been losing confidence in yourself? been thinking of yourself as a worthless person? been feeling reasonably happy, all things considered? 	

Please indicate how ofte symptoms over the past n		enced the fol	lowing physica	al health	NO.	ALITH	OFTEN A	W OF THE	<i>V</i>
1. Head colds 2. Sinus troubles 3. Constipation 4. Headaches 5. Back problems 6. Allergies 7. Skin rash 8. Cough 9. Chills/Fever 10. Diarrhea 11. Aching joints and both 12. Stomach intestinal understand in the stinal unde	mps mps hands embling exercising) (not exercisin nenstrual diffic n):	ulties				000000000000000000000000000000000000000	000000000000000000000000000000000000000		000000000000000000000000000000000000000
How many work days I you missed due to illnes the past 30 days?	nave s in	seen by a	times have you health care prot 30 days?	ou been ovider	ma did ex	ring the parting the parting days I you do parting for the parting the parting the parting days and the parting th	_		
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During the past week, what is the average number of times per day you used tobacco (i.e. cigarettes smoked, cigars smoked, smokeless tobacco used)?	Which tobac products, if a you used this Mark all that	ny, have week?	During the pa is the average caffeine you day? (Count to cups of coffee with caffeine)	amount of have had p the number e, tea, or so	er y	Ouring the many alcoword had? of wine of shot of	o holic d i (1 drink r 1 bottle	rinks 1 c = 1 gl	nave ass
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Please use the following scale to tell us how much you agree or disagree with the statements below.	Strongely Rentral Representations of the Strongely Rentral Rentral Representations of the Strongely Rentral Ren
1. I rarely feel my work is taken for granted. 2. My superiors generally appreciate the way I do my job. 3. The organization recognizes the significance of the contributions I make. 4. My job is very challenging. 5. It takes all my resources to achieve my work objectives. 6. Other people know me by the long hours I keep. 7. The soldiers in my unit think that what's expected of us is clear. 8. The soldiers in my unit think that what's expected of us is reasonable. 9. I work at my full capacity in all of my job duties. 10. I strive as hard as I can to be successful in my work. 11. When I work, I really exert myself to the fullest. 12. I feel responsible for my job performance. 13. I am committed to my job. 14. How well I do in my job matters a great deal to me. 15. How I do in my job influences how I feel. 16. I have personal control over my job performance. 17. Once I am given instructions, I am pretty much left alone to do my job. 18. I am allowed to do my job without constant supervision from others. 19. I am very satisfied with my job in the Army. 20. I like my job in the Army. 21. I am satisfied with the kind of work I do on my job. 22. I have so much work to do that I cannot do everything well. 23. I never seem to have enough time to get everything done. 24. My job leaves me with little time to get things done. 25. I feel that what I am doing is important for accomplishing my unit's mission. 26. I am making a real contribution to accomplishing my unit's mission. 27. What I do helps accomplish my unit's mission.	
Please rate how much you agree or disagree with the following:	THE REAL PROPERTY OF THE PROPE
 The demands of my work interfere with my home and family life. The amount of time my job takes up makes it difficult to fulfill family responsibilities. Things I want to do at home do not get done because of the demands my job on me. My job produces strain that makes it difficult to fulfill family duties. Due to work-related duties, I have to make changes to my plans for family activities. The demands of my family or spouse/partner interfere with work-related activities. I have to put off doing things at work because of demands on my time at home. Things I want to do at work do not get done because of the demands of my family or spouse/partner. My home life interferes with my responsibilities at work such as getting to work on time, accomplishing daily tasks, and working overtime. Family-related strain interferes with my ability to perform job-related duties. 	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

Do you have any comments? Yes O No O If yes, please write them in the space provided below.						
i yes, please write them in the space provided below.						

Thank You